



TRANSPORTATION CABINET

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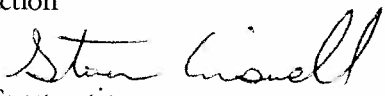
Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Acting Secretary

MEMORANDUM

Construction Memo 04-10

TO: Chief District Engineers
District TEBMs for Project Delivery & Preservation
District Section Engineers
Central Office Construction

FROM: Steven Criswell, P.E. 
Director, Division of Construction

DATE: May 21, 2010

SUBJECT: Contractor Payroll Submissions for Federally Funded Projects

This office has been notified by the Federal Highway Administration Division Office of a change to the FHWA-1273 form. Effective immediately, weekly payroll submissions by contractors and subcontractors **shall not** include the personal address and full social security number (SSN) of the employees. Contractors and subcontractors shall include the last four digits of the employee's SSN as an individually indentifying number for each employee on the weekly payroll submittal. This does not change the requirement that contractors and subcontractors maintain complete SSN and home addresses for employees and provide this information upon request of the KYTC, FHWA, and the U.S. Department of Labor.

It is requested that each Section Office notify the contractors whose contracts they are administering of this change.

Please contact this office with any questions that you may have.

cc: S. Waddle KAHC
C. Knowles Central Office Construction
FHWA PAIKY



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